

**Mainland High School**

**1255 W. International Speedway Blvd.**

**Daytona Beach, Florida 32114**

Project Requirements

Each senior SSA student will be required to do a project showcasing their internship experience. This project will include written and presentation components. Please refer to the list below to see the checklist of student responsibilities and deadlines for this project.

* Signed Rules & Expectations Contract Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Signed Field Trip Permission Form Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* *Clinical Site Information* Form Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(one for each internship site)

* *Internship Evaluation* Form Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(one for each internship site)

* Resume Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Hard copy of Power Point Slides Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Oral Presentation Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Rules & Expectations Contract

This form must be completed and turned in by the due date. It is imperative that you and your parents/guardians understand the expectations you are going to be held to while out in your internship. Anyone that does not agree to the rules and expectations, or does not adhere to them, will no longer be able to participate in the internship experience. This will have a negative impact on your grade.

Signed Field Trip Permission Form

The field trip permission form will need to be completed and signed by parents/guardians and all your teachers in order to attend. You may have more than one form to have signed if you will be interning at multiple sites. If the student or parent will not be able to provide transportation, please notify Ms. DiSorbo ASAP.

*Clinical Site Information* Form

This form is to be filled out by the student with information obtained at each clinical site. The responses to the questions should be answered thoroughly and in complete, well-written sentences. There should be one *Clinical Site Information* Form for each clinical site interned. It is preferred, but not mandatory, that the responses are typed. An attachment with the form can be emailed. Please tell Ms. DiSorbo your email address if you would like the form emailed to you.

*Internship Evaluation* Form

This form is to be filled out by the clinical supervisor at each internship site. It is the student’s responsibility to give the clinical supervisor the form and to return it to Ms. DiSorbo. It is to the discretion of the clinical supervisor as to whether or not they want to share the evaluation with the student. If the clinical supervisor does not wish to share the evaluation with the student, they may fill it out and put in a sealed envelope. They can then either give the envelope to the student to return to Ms. DiSorbo, or they may send it via mail to:

Stefanie DiSorbo

Mainland High School

1255 W. International Speedway Blvd.

Daytona Beach, FL 32114

Resume

Students will be required to develop a resume to include the internship experiences they participated in. The resume will be useful when applying to colleges and hopefully the students may be able to establish some contacts in the field that they may be able to use as references.

Power Point

Your power point slides should highlight your experiences in your internship. You should include information you collected for you *Clinical Site Information* Form, give an overview of the clinical sites you interned, and include pictures (if allowed by the site). Be creative with the presentation and be thorough with the material you include.

Oral Presentation

Each SSA student will have to present their internship experience to their SSA peers and academy staff. Presentation skills will be considered when determining a grade (voice projection, eye contact, pace of presentation, appearance, confidence and knowledge of the material, use of grammatically correct speech, etc.). The presentation should be approximately 8-10 minutes in length.

Grading Policy

All the components of your internship experience will factor in to form your grade for your Executive Internship class. The break down will be as follows:

* Signed Rules & Expectations Contract 3%
* Signed Field Trip Permission Form 2%
* *Clinical Site Information* Form(s) 25%
* *Internship Evaluation* Form(s) 15%
* Resume 15%
* Power Point slides 20%
* Oral Presentation 20%

Executive Internship 100%

Executive Internship Class

The time in your internship class should be used to organize your information, work on your resume, and put together your power point presentation. During this time we will also discuss how to create a resume, how to create a power point presentation, how to give a presentation, how to interview, and how to dress for success. It is recommended that you get a folder to compile all your information and keep yourself organized.